



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER AND FORT GORDON
FORT GORDON, GEORGIA 30905-5000

ATZH-IG

26 January 2005

MEMORANDUM FOR All Soldiers, USASC&FG

SUBJECT: Right of Soldiers to Present Complaints or Request Assistance from the Inspector General

1. All soldiers have the right to present complaints, grievances or requests for assistance to the Inspector General. These may include what the soldiers reasonably believe evidences fraud, waste, and abuse.
2. Before visiting the Inspector General, you should consider whether your concerns can be addressed more quickly and simply by referring them to your chain of command first. You do not have to present your concerns to your chain of command before visiting the Inspector General. However, you must obtain permission to be absent from your duties if you wish to visit the Inspector General during your duty hours. You do not have to tell anyone why you want to visit the Inspector General.
3. You may visit or call your local Inspector General:

NAME: LTC MARIA T. BEZUBIC

OFFICE HOURS: 0730-1630 (NO APPOINTMENT NECESSARY)

ADDRESS: Bldg 33800, Corner of Chamberlain Avenue and Rice Road

TELEPHONE: 791-4565

4. If you believe your local Inspector General's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by visiting your local Inspector General, you may write to: **Commander, U.S. Army Training and Doctrine Command, ATTN: Inspector General, Fort Monroe, VA 23651**. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) Hotline. Their telephone numbers are:

DAIG: 1-800-752-9747; Commercial (703) 695-1578; DSN 225-1578

DODIG: 1-800-424-9098; Commercial (703) 693-5080; DSN 223-5080

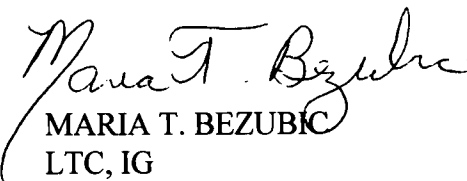
5. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint,

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seeking assistance, or cooperating with the Inspector General. However, if you lie or knowingly make false accusations to the Inspector General, you are subject to disciplinary action.

6. Per AR 20-1, paragraph 1-12, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This is particularly true when it is specifically requested, of persons who ask the Inspector General for help, make a complaint, give evidence, contact or assist an Inspector General during an inspection or investigation, or otherwise interact with the Inspector General.


MARIA T. BEZUBIC
LTC, IG
Inspector General

DISTRIBUTION:

HQ, USASC&FG: A

Major commands: A

Field operating activities/agencies: A

FORSCOM units: A



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MEMORANDUM FOR Civilian Employees, USASC&FG

SUBJECT: Right of Civilian Employees to Present Complaints or Request Assistance from the Inspector General

1. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General. These may include what the civilian employee reasonably believes evidences fraud, waste, and abuse.
2. Before visiting the Inspector General, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first or by using one of the procedures in paragraph 3.
3. Statutes, regulations, and collective bargaining agreements prescribe procedures for civilian employees to use in submitting complaints that pertain to certain civilian employment matters. To obtain information about grievance and appeal rights and procedures, contact **Mr. Rayle, Chief, Labor Relations, DHR**, who will give you information about the pertinent regulations and tell you the procedures to follow. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact **Ms. Stallings, Equal Employment Opportunity Officer**.
4. If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit or call your local Inspector General:

NAME: LTC MARIA T. BEZUBIC

OFFICE HOURS: 0730-1630 (NO APPOINTMENT NECESSARY)

ADDRESS: Bldg 33800, Corner of Chamberlain Avenue and Rice Road)

TELEPHONE: 791-4565

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SUBJECT: Right of Civilian Employees to Present Complaints or Request Assistance from the Inspector General

5. If you believe your local Inspector General's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by contacting your local Inspector General, you may write to: **Commander, U.S. Army Training and Doctrine Command, ATTN: Inspector General, Fort Monroe, VA 23651**. You may also call the Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (Inspector General, DOD). Their telephone numbers are:

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DODIG: 1-800-424-9098; Commercial (703) 693-5080; DSN 223-5080

6. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in chapter 3, AR 385-10.

7. Per AR 20-1, paragraph 1-12, the Inspector General has a duty to protect confidentiality to the maximum extent possible. This is particularly true when it is specifically requested of persons who ask the Inspector General for help, make a complaint, give evidence, contact or assist an Inspector General during an inspection or investigation, or otherwise interact with an Inspector General.

8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General. However, if you lie or knowingly make false accusations to the Inspector General, you are subject to disciplinary action.

9. This memorandum will be posted as a permanent part of each unit and work area bulletin board.


MARIA T. BEZUBIC
LTC, IG
Inspector General

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Field operating activities/agencies: A

FORSCOM units: A